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**From:** O'Brien, Elisabeth (DPH)  
**Sent:** Thursday, May 26, 2011 1:42 PM  
**To:** Saunders, Della (DPH); Salemi, Charles (DPH)  
**Cc:** Nassif, Julianne (DPH)  
**Subject:** RE: Data Destruction

Did we come to an agreement on how long we are going to save data here on the premises? I know 5 years was discussed but I'm wondering if we should consider a longer length of time. I think I would lean more towards 7/8 years as space allows?

ELO

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**From:** Saunders, Della (DPH)  
**Sent:** Thursday, May 26, 2011 1:34 PM  
**To:** Salemi, Charles (DPH); O'Brien, Elisabeth (DPH)  
**Cc:** Nassif, Julianne (DPH)  
**Subject:** Data Destruction

Good Afternoon Everyone,

On Wednesday I went to the stockroom to organize the data for archiving. There were several boxes that were over 15 years old. Paul Walsh will have this data shredded for us in June. The data to be destroyed is as follows:

Drug Receipts

2/16/89-4/28/89 319480-324966  
Box #5000 1/2/92-3/26/92 384935-390532  
Box #5001 2/27/92-6/23/92 390383-395612  
Box #5002 6/24/92-9/19/92 395613-400352  
Box #5003 9/21/92-12/3/92 400353-404691  
Box #5004 12/4/92-3/3/93 404692-409292  
Box # 5005 4/93-5/28/93 409293-413974  
Box #5006 6/1/93-7/30/93 413975-417642  
Box #5007 8/2/93-9/30/93 417643-421672  
Box #5008 10/1/93-12/31/93 421673-426806  
Box #5009 1/3/94-3/21/94 426853-431390  
Box #5010 3/22/94-5/31/94 431391-435450  
Box #5011 6/1/94-8/31/94 435451-440754  
Box #5012 9/1/94-11/15/94 440755-445777  
Box #5013 11/16/94-1/31/95 445778-450558  
Box #5014 2/1/95-3/31/95 450559-455080  
Box #5015 4/1/95-5/31/95 455081-459137  
Box #5016 6/1/95-8/7/95 459138-463853  
Box #5017 8/8/95-9/29/95 463854-468187  
Box 5018 10/2/95-11/30/95 468188-472805  
Box #5019 12/1/95-2/15/96 472806-477662  
Box #5020 2/16/96-4/30/96 477663-482957

The data to be archived are arranged chronologically on pallets in the stockroom. Paul said that we can leave them there until they are ready to be archives at JFK. I'll start working in archiving chemist's data next week. Please let me know if you have any specific instructions or ideas on how to handle this.

Thanks,  
Della

